

Job Description – Administrative Assistant

Department : Restrata Aberdeen

Line Manager : Head of GOCC & UK Operations

Purpose of Role

The purpose of this role is to assist the UK team in a wide range of Administrative duties. These range from supporting the UK management team to administer the business to receiving and directing guests; collecting and distributing courier deliveries or parcels among employees and; answer the Restrata mainline and route all calls and manage the Restrata main telephone line. The role will also support the project teams to ensure client delivery to clients happens seamlessly.

Key tasks and responsibilities

General Office Duties

- Provide professional and efficient service to clients/visitors
- Arrange and distribute couriers and mail promptly
- Restrata main telephone line - screen incoming calls and redirect where necessary
- Managing stock levels

Manage and maintain meeting rooms, office and kitchen area and supplies

- Maintain a safe and clean kitchen/office environment ensuring all office maintenance is reported and attended to timeously.
- Keep meeting rooms clean & tidy by clearing them promptly
- Manage a regular stock take of all kitchen/office supplies
- Ensure meeting rooms bookings are maintained

Support to Finance

- General support to Finance in support of UK operations, including but not limited to; chase debtor, liaising with suppliers, assisting with audit documents

Support Salesforce Administration

- Assist the UK team with inputting opportunities onto Salesforce and ensuring the process is followed through to completion
- Enter last actions and next steps within salesforce and follow up with team members to ensure actions are completed within the timescale
- Run reports as directed by the UK Management team
- Provide support to Finance team to ensure invoicing can occur (collation of PO's etc.)

Support marketing activities

- Collating client feedback

Support Integrated Management System

- Support the maintenance of the UK IMS log and support the review of UK procedures and policies
- Support UK document control procedure

Support the Project team with exercise preparation and delivery

- Prepare joining instructions
- Ensure all administration is complete, rooms/lunch are booked where necessary
- Prepare and distribute certificates where appropriate

Essential Capabilities/Skills

- The Office Administrator must be able to demonstrate strong organisational skills
- Must be able to assist colleagues wherever necessary
- Awareness of other employee roles and responsibilities
- Regular stock take ensuring supplies are readily available and replaced timeously

Experience/Qualifications

- Well-developed inter-personal and communication skills
- Good level of IT skills – ECDL desirable
- Ability to multi-task
- Ability to organise and prioritise workload efficiently
- Must be smart and presentable
- Good level of English, written and spoken

If you are interested in this position, please send your updated CV to aberdeen-admin@restrata.com